



# Wisconsin Division of Public Health

**PROGRAM/GROUP:** Public Health Council – Executive Committee

**MEETING TITLE:** PHC Executive Committee Meeting

**LOCATION:** 1-877-820-7831 / Participant Passcode: 767377# OR 1 West Wilson Street, Room 250-D, Madison, WI 53703

**DATE/ TIME:** Friday, November 10, 2017 9:00 – 11:00am

**Context: (Purpose, Vision, Mission, Goal):**

*The Public Health Council was created by 2003 Wisconsin Act 186 (Wis. Stat. §15.197[13]). By statute, the Council's purpose is to advise the Department of Health Services, the Governor, the Legislature and the public on progress in implementing the state's 10-year public health plan and coordination of responses to public health emergencies.*

**Meeting Facilitator:** Bill Keeton

**Meeting Recorder:** Cindy Virnig / María M. Flores

**Council Members Present**

Mr. William Keeton; Ms. Mary Dorn, Dr. Gary Gilmore, Dr. Alan Schwartzstein

**Department of Health Services (DHS) / Division of Public Health (DPH) Staff:**

María M. Flores      Minority Health Training Coordinator, Minority Health Program, OPPA  
Margarita Northrop      Population Health Services Fellow, OPPA  
Cindy Virnig      Office Manager, OPPA  
Kisa Gant      Minority Health Outreach Coordinator, Minority Health Program, OPPA

**Agenda:**

Time:	Topic:	Lead:	Notes/Follow-up:
9:00 – 9:30am	Council Business:  1. Roll Call  2. Review and approve October 20, 2017 Executive Committee draft minutes		1. Roll Call taken  2. Dr. Gilmore moved to approve minutes as submitted. a. Dr. Schwartzstein seconded the motion. b. October 20, 2017 Executive Committee meeting minutes are adopted.



# Wisconsin Division of Public Health

9:30 – 10:15am	Wisconsin Open Meetings Law overview	Davis Ciotola, Administrative Rules Manager, DHS Office of Legal Counsel	<ul style="list-style-type: none"> <li>• <a href="#">Wisconsin Open Meetings Law Compliance Guide</a></li> <li>• <a href="#">WI Office of Open Government</a> (see bottom of homepage for the Open Meetings hotline). This is the official site of Wisconsin's Open Meetings &amp; Open Records information</li> <li>• WI Open Meetings Law <a href="#">Wis. Stats. § 19.91 to 19.98</a>. Please note these specific items that Davis Ciotola mentioned: <ul style="list-style-type: none"> <li>a. Definitions: <a href="#">§ 19.82</a></li> <li>b. Closed Session exemptions: <a href="#">§ 19.85(1)(a-h)</a>. Closed meeting guidance is discussed in the Open Meetings Guide starting on page 22. <i>On p. 24, the most commonly cited exemptions are covered in detail.</i></li> </ul> </li> <li>• <a href="#">Executive Order #235</a></li> <li>• <a href="#">Wisconsin Public Meeting Notices &amp; Minutes</a> website</li> </ul>
10:15 – 10:30	<p>Council Business</p> <p>3. Set agenda for December 1, 2017 Council meeting</p> <p>4. Discuss Chair-Elect and Secretary elections set for February 2, 2017: review candidate solicitation message to members; decide solicitation open/close dates.</p>		<p>1. Agenda set for December 1, 2017 Council meeting</p> <ul style="list-style-type: none"> <li>○ Student presentations <ul style="list-style-type: none"> <li>▪ <b>DPH staff will email out student bios to Council members</b></li> </ul> </li> <li>○ <b>Dr. Gilmore will contact Thai Vue to request he provide a brief summary of Choua Vang's project activities.</b></li> <li>○ <b>Dr. Gilmore will contact Choua Vang to request she give a presentation on her project activities at the February, 2018 PHC meeting.</b></li> </ul> <p>2. <b>Maria Flores will follow up with Bill Keeton regarding edits to the nomination request forms.</b></p>
	Adjourn	Bill Keeton	

*Notes: The Department of Health Services is an equal opportunity employer and service provider. If you need accommodations because of a disability or need an interpreter or translator, or if you need this material in another language or in an alternate format, you may request assistance to participate by contacting Maria M. Flores 608.266.3716 or Cindy Virnig 608.264.7734. You must make your request at least 7 days before the activity.*